

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO.

C 318

PAGE  
NO. 1 of 1

Requesting Agency

PRINCE GEORGE'S COUNTY

2. Division or Bureau of Requesting Agency

Fire Control Board, Hyattsville

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

## 1 DAILY FIRE LOGS AND TAPES

Size: 8" x 14" x 1" bound books; flat tapes (dictaphone)

Quantity: A. 250 volumes;

B. 80 boxes, containing c. 1,000 tapes per box

Dates: Daily Fire Logs, 1942...; Tapes, 1955...

File Arrangement: Chronological

Fires, need for ambulances, and other emergencies are communicated to the Fire Control Center by telephone and radio. Such communications are recorded on dictaphone tape and also on continuously operating 3M tape recording equipment. In addition to the tape recording, a handwritten record or log is maintained, giving the day, hour, and minute of the report, the name of the person reporting and his phone number, the nature of the call ("A", ambulance; "F", fire; "E", emergency), the equipment responding and time of response, and the name of the officer receiving the report. At the top of each page, a daily total is carried forward to the end of each month by type of call. This total is transcribed and totaled monthly for the Fire Marshall, Central Records.

The Log Books and dictaphone tapes have no further reference value after three years and are subject to the recommendation below.

\* The 3M tapes are erasable and reusable until worn out, and no recommendation for their disposal is made in this schedule.

RECOMMENDATION: RETAIN DAILY FIRE LOGS AND DICTAPHONE TAPES FOR THREE YEARS, THEN DESTROY.

\* (See also copies of 8/20/68 in copies file)

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*Frank Burziga*  
Signature

*DIRECTOR FIRE BOARD*  
Title

*4/17/68*  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

APR 18 1968

Date

*Morris G. Duda*  
Archivist

*5/21/68*  
Date

*Richard H. H. Jr.*  
Secretary